

THE HADLEY SCHOOL FOR THE BLIND, 700 ELM STREET, WINNETKA, IL 60093

Attached is a job announcement from The Hadley School for the Blind for the Dean of Education Program and Instruction. The Dean assures the delivery of quality educational services and instruction which meet the needs and standards set by the school and its accreditors. The position is full-time with a generous benefit package. The annual salary is \$78,000. If interested, please email cover letter and resume to Gina Van Cura, Director of Human Resources, [gina@hadley.edu](mailto:gina@hadley.edu) by July 31.

## **POSITION DESCRIPTION**

**Title:** Dean, Education Programs and Instruction

**Reports to:** Senior Vice President, Educational Operations

**Supervises:** Instructors, Instructor/I & R Specialists

**Overview:** Assures the delivery of quality educational services and instruction which meet the needs of students and meets standards set by the School and its accreditors.

### **Functions and Percentage of Time**

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|---|-----|
| 1. Administer designated aspects of the education programs, including working with Student Services on questions of eligibility, resolving student concerns, implementing new policies and strategic initiatives, and more. | 20% |
| 2. Supervises faculty to ensure the delivery of quality educational services and instruction.   | 20% |
| 3. Assist with special projects which include in-service training, Seminars@Hadley, program accreditation, and marketing of courses and services.   | 20% |
| 4. Participates in curriculum development activities to expand upon and improve existing course offerings.  | 15% |
| 5. Participates as instructor of designated courses   | 15% |
| 6. Carries out all other duties assigned to address organizational mission and goals.   | 10% |

**QUALIFICATIONS:** Candidates for this position should possess the following:

- Sound supervisory and management experience, 3+ years preferred
- Teaching experience, 3+ years, adult learners preferred
- Masters degree or higher, related field preferred
- Business, corporate or self-employment experience preferred
- Strong organizational skills
- Excellent written and interpersonal communication skills
- Sound technology/computer skills
- Ability to prioritize workloads
- Positive, flexible, proactive attitude